



## Minutes

Board of Trustees' Meeting, April 9, 2013

The board convened on April 9, 2013 at 7:30 p.m. with a quorum.

Members present: Co-Chairs Heather Leavell, Aimee Taberner and Sarah Burks, Roly Chaput, Terry Shaoul, Geri Tremblay, Jacqueline Bates, Dan Johnson

Members absent: Christine Sharbrough

Others present: Chuck Luca, James McGough, Chairman Emeritus, Laura Roberts

Recording and Communications Secretaries: Ellen Aamodt, Tracy Skahan

### **1. Strategic Planning**

The board invited its consultant, Laura Roberts, to present a proposed plan of work for developing a strategic plan for the Cyrus Dallin Art Museum. The plan called for 5 thematic meetings of stakeholders focusing on various issues identified by the board. Ms. Roberts then led the board in a SWOT exercise (strengths, weaknesses, opportunities and threats) to further develop the plan and would prepare questions for the members on CEDAM's value propositions. Responses will be collected by Heather Leavell. The board thanked Ms. Roberts and agreed that the plan of work was very constructive.

A Planning Committee of board members and advisors (Bates, Tremblay, Johnson, Grunder, Leavell, Taberner, Aamodt) was formed to participate in developing the strategic plan. The Chairperson will invite others to attend when broader input is required.

### **2. Minutes of Meeting of March 12, 2013.**

The minutes were reviewed and amended. A motion to accept the Minutes was proposed by Sarah Burks, seconded by Terry Shaoul and approved by the Board.

### **3. Action Items**

a. Heather Leavell noted that certificates for completion of the on-line 'Conflict of Interest' course would be maintained on file by the Museum. She advised that she would call to remind all members who had not yet submitted certificates.

b. Geri Tremblay noted that a specialist should be engaged to clean the gutters as a first step in an effort to identify the cause of the leak in the gallery ceiling and that she would follow up with the Chamber of Commerce on this. Heather Leavell discussed the problem with a preservation architect for further review.

c. Painting the floors would be done after ceiling repairs.

d. Orders for bags, logo stickers were ongoing while it was agreed to go with a short-term solution for light bulbs and consult with the display designer on long-term selections.

e. With regard to exhibit designs, Heather Leavell has spoken with a qualified designer who offered his services pro bono. She would be meeting with him at the end of April to discuss his proposal and contract. Sarah Burks agreed to circulate a list of issues on the galleries.

f. Dates are to be established for the 5 stakeholder meetings for the strategic plan – Heather Leavell.

#### **4. Treasurer's Report**

In the absence of the Treasurer, Heather Leavell summarized the Treasurer's Report. A motion was made by Sarah Burks to receive the Treasurer's Report to the Corporation and seconded by Heather Leavell. The motion was approved.

Heather Leavell clarified the procedure for submitting expenses for reimbursement and all agreed that this would save time at the monthly meetings. A motion was made by Sarah Burks, seconded by Heather Leavell to recommend reimbursement by the Corporation Board for expenses submitted for review (attached) at the April meeting. The motion was approved.

#### **5. Volunteers' Report**

James McGough noted the opening hours of the Museum during the celebration of Patriot's Day on Sunday, April 15. It was expected that the number of visitors would increase during the month due to this significant event and a planned tour group.

The board discussed marketing opportunities with restaurants in the area benefiting from visits to the museum. Ellen Aamodt proposed developing a discount coupon that the museum could give to visiting groups for local restaurants. Equally important, James McGough would record the number of visitors referred to local restaurants for more active support as a museum partner.

The board also agreed to make plans for opening the museum during the 2 concerts on the lawn and extending hours on Wednesday evenings once the farmers' market re-opens.

## **6. Collections**

Progress on the Praying Knight and Cushing plaque is taking time, the former requires a full Committee review in Cambridge and a cast is being made for the latter.

## **7. Programs & Exhibits**

Sarah Burks circulated a paper on 2013 Programming Ideas. The board discussed a number of these activities and details that needed to be firmed up. By the close of the discussion, members noted several points that could be included on the museum's website, interesting background notes about Dallin during the Civil War that could be summarized for the newsletter and slides that could be developed into a saleable item.

Also mentioned was the interactive map of Arlington ([arlingtoninteractive.org](http://arlingtoninteractive.org)). Aimee Taberner offered to try to get the museum onto this map.

## **8. New Business**

Roly Chaput proposed that 'old business' be added to the agenda. (Editorial note: 'Other Business' could combine both 'old' and 'new' business.)

He also noted that the "Appeal" sold at auction for \$65,300.

Several cabinets had been donated for the museum's use.

The meeting adjourned at 9:15 p.m.

Ellen Aamodt, Recording/Communications Secretary

### **Action Items**

Meeting of April 9, 2013

- Establish dates for strategic planning meetings – Heather Leavell
- Collect and file all Certificates for 'Conflict of Interest' – Heather Leavell
- Placement on interactive map of Arlington – Aimee Taberner
- Request input on value statements – Heather Leavell
- Newsletter/website inputs – James McGough, Geri Tremblay, Heather Leavell
- Discount coupon for local restaurants – Ellen Aamodt